

PSYCHOLOGISTS

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CHAPTER 239
BOARD OF PSYCHOLOGY EXAMINERS

[Prior to 8/24/88, Health Department[470], Ch 140]
[Prior to 7/11/01, see 645—Chapter 240]

645—239.1(154B) General definitions.

“*Board*” means the board of psychology examiners.

“*Law*” means chapters 147 and 154B of the Code of Iowa.

645—239.2(154B) Availability of information.

239.2(1) All information regarding rules, forms, time and place of meetings, minutes of meetings, record of hearings, and examination results are available to the public between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, except holidays.

239.2(2) Information may be obtained by writing to the Board of Psychology Examiners, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. All official correspondence shall be in writing and directed to the board at this address.

645—239.3(154B) Organization and proceedings.

239.3(1) A chairperson, vice-chairperson, and secretary shall be elected at the first meeting of each fiscal year.

239.3(2) Four board members actually present constitute a quorum.

239.3(3) The board shall hold an annual meeting and at least three interim meetings and may hold additional meetings called by the chairperson or by a majority of the board’s members. The chairperson shall designate the date, place, and time prior to each meeting of the board. Notice of time and place of all meetings shall be given to board members by the secretary at least 14 days before the meeting is to be held. However, in case of emergency requiring the board to meet before such notice can be given, notification may be given no later than 24 hours before the meeting. The board shall follow the latest edition of Robert’s Rules of Order Revised at its meeting whenever any objection is made as to the manner in which it proceeds at a meeting.

239.3(4) All issues, requests, or submissions to the board will be considered. However, official action will be taken only in response to written requests.

239.3(5) The board shall have both formal and informal procedures for use when appropriate in conducting the business of the board. Procedures may involve, but are not limited to, hearings for individuals, questions of legal policy, inquiries concerning board policies or decisions, or other board business. Informal procedures shall be preferred unless either the board or requesting party requests a formal procedure. When a formal procedure is elected, a full transcript or audio tape recording of the procedure shall be made.

These rules are intended to implement Iowa Code chapters 17A, 147, and 154B.

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